

Michigan Child Care Matters



CHILD CARE
LICENSING BUREAU

CENTRAL OFFICE CORNER

Tips to completing the application.

Congratulations! You've completed your original application and are about to submit your documents to our office. In order to help you double check your application, we've compiled a list of common mistakes we see on original application. To avoid delays in processing your application, please follow these tips:

- ✓ Please sign and date the bottom of the application.
- ✓ The supplemental application should list the emergency person (name, address, phone & age.)
- ✓ If you are applying for a Group child care home, ensure that you have zoning approval before applying.

- ✓ Family and Group child care programs cannot have LLC, Inc, Corp, preschool, academy, or center in their facility names.
- ✓ In child care home programs, the Federal ID/EINs must be attached to the person & not the facility.
- ✓ Child care centers must have a Federal ID/EIN which can be attached to a business or the person applying (replaces social security number).



Tech Corner

Using Technology to Track Sunscreen

It's the time of year when we all love to take our little Michiganders outside to play. But we often ask ourselves, "Did I put sunscreen on everyone and how am I going to remember to reapply it?"

Current technology makes this easy for providers to track when over the counter topical medications like sunscreen or bug spray are applied. Start with creating a checklist using a shareable platform like Google Sheets. The spreadsheet can be shared with your staff and accessed on smartphones, tablets, and laptops. Once the sheet is developed, the staff can simply add the date, time, and a check next to each child's name. Once every child has sunscreen on, have staff set a timer or reminder to reapply sunscreen on their smart device.

Some child care apps like Brightwheel also have features where you can track and log sunscreen application. Preventing sun burns and bug bits can be difficult but using technology can help you and your staff keep the children in your care safe this summer.

CHILD CARE LICENSING UPDATES

The Child Care Licensing Bureau (CCLB) would like to share the following updates.

Naptime Nuggets: The Director of CCLB and the Director of Child Development and Care Program are offering monthly webinars. The webinars will provide updates and will allow for discussion between licensees and the Directors. The webinars will be held on the third Monday of each month. Information on how to join the webinars will be shared through listserv notices.

Start-Up and Renewal Reimbursements: CCLB continues to offer reimbursement for start-up and renewal costs. Reimbursement amounts can be up to \$750 for original start up costs and \$200 for renewal costs. All reimbursements are paid through SIGMA and a SIGMA vendor code and address are required. More information is available on our website here



RECALL LIST:

BIBS BABY BOTTLES DUE TO BURN HAZARD:

<https://www.cpsc.gov/Recalls/2022/BIBS-Baby-Bottles-Recalled-Due-to-Burn-Hazard-Manufactured-by-BIBS-Denmark-ApS>

AMAZON BASICS SCHOOL CLASSROOM STACK CHAIRS:

<https://www.cpsc.gov/Recalls/2022/Amazon-Recalls-AmazonBasics-School-Classroom-Stack-Chairs-Recall-Alert>

CLIKK HIGH CHAIRS BY STOKKE DUE TO FALL HAZARDS:

<https://www.cpsc.gov/Recalls/2022/Stokke-Recalls-Clikk-High-Chairs-Due-to-Fall-and-Injury-Hazards>



HIGHLIGHTED RULE OF THE MONTH

Homes

R 400.1911 Care; supervision; children

(1) A licensee shall ensure appropriate care and supervision of children at all times.

For the technical assistance manual to help comply with these rules, click [here](#).

Technical Assistance

The licensee is responsible and accountable for:

- Providing a program that meets the developmental needs of all children in care.
- Using reasonable judgment when caring for children.
- Being close enough to the children to provide for their safety.
- Ensuring lighting in the napping area is sufficient to observe the children at all times.
- Everything that goes on in the home, including those times when children are left in the care of a child care staff member.

Effective monitoring of children must occur at all times regardless of whether direct or indirect supervision is being used. Individual judgment, as to the use of appropriate direct and indirect supervision, depends on circumstances unique to each home and child.

A number of factors should be considered when determining the appropriate level of supervision, including but not limited to:

- Ages of children.
- Number of children.
- Developmental needs, including any special needs, of each child.
- Health of the child, including common illnesses and chronic illnesses and conditions.
- Activities taking place, including water activities.
- Areas being used.
- Outdoor hazards.
- Field trips.

DIRECT SUPERVISION means the child care personnel are:

- In the same area as the children (e.g., single room, adjoining rooms).
- Immediately available to them.
- Directly overseeing their activities.
- Interacting with them.

INDIRECT SUPERVISION means the child care personnel are:

- Overseeing the children's activities from another area.
- Aware of the activities in which the children are involved.
- Providing regular, periodic direct supervision of children.

School-age children bike in the immediate neighborhood or wait at a bus stop with written parental permission specifying:

- Clear boundaries for the children’s travels.
- Time frames for checking out and checking back in.

Children, parents and child care personnel should have an understanding of the safety of the Neighborhood.

Note: For the purposes of this rule, school-age is defined as any child attending kindergarten or a higher Grade.

Visiting children of all ages (friends of the licensee’s children, neighborhood children, etc.) can present supervisory issues. Child care personnel need to ensure that:

- The visiting children do not require direct care and supervision.
- The parents of the visiting children are at home and immediately available should the children need to be sent home.
- The visiting children are not interfering in any way with the care and supervision of the child care children or taking away from adequate space and equipment.

Centers

R 400.8125 Staff; volunteer; requirements

- (1) All staff and volunteers shall provide appropriate care and supervision of children at all times.

For the technical assistance manual to help comply with this rule, click [here](#).

Technical Assistance

All staff and volunteers working directly with children, have the responsibility to meet the basic needs of each individual child and to assure for their safety and well-being. Providing appropriate care and supervision of all children in care involves:

- Maintaining required child care staff member-to-child ratios and group size.
- Providing a program that meets the developmental needs of all children in care.
- Interacting with each child in a positive manner.
- Knowing what activities all children are engaged in.
- Knowing the whereabouts of each child at all times.
- Being close enough to the children to provide for their safety.

A child care staff member may need to be away from their assigned area of the center for a brief period of time for routine activities such as use of restroom, toileting a child, attending to a sick child, escorting children from the bus, etc. In those situations, children must not be left unattended. If multiple child care staff members are in the room, a replacement child care staff member may not be necessary unless there is a significant disruption in the room, children’s needs are not being met or absences are too lengthy or too frequent.

Volunteers not acting as child care staff members have the responsibility for providing appropriate care of children. This includes, but is not limited to:

- Interacting with children in a positive manner.
- If working with an individual child, knowing the whereabouts and activities of that child.
- Following the volunteer policy of the center.

SUMMER ACTIVITIES AND APPROPRIATE CARE AND SUPERVISION

All staff and volunteers working directly with children, have the responsibility to meet the basic needs of each individual child and to assure for their safety and well-being.

Summertime and beautiful weather allow more consistent opportunities for outdoor play and field trips for all ages. With more time outside of the center or home, there are more opportunities for supervision to be compromised.

Outdoor play for children encourages movement and gross motor learning. Making sure you have proper child to-adult ratio at all times will help keep this learning safe and supervision appropriate. Positioning staff members so the entire play area is being supervised at all times is essential. Clear expectations for staff members will help ensure safety in and around the outdoor play area.

Field trips are valuable learning opportunities that enhance children's social, emotional, physical, and cognitive development. Appropriate supervision is one of many factors in the prevention of accidents, injuries and lost children.

For additional information, check out the links below.

[Keeping Track at All Times: Preventing Lost Children.](#)

[Appropriate Supervision](#)

CHILD CARE LICENSING BUREAU AND LICENSEE PARTNERSHIPS

Licensing consultants and licensees partner together to ensure programs and facilities meet state requirements and provide children in care a safe environment and enriching programming. There are times when the licensing consultant and licensee need to work closely together on a tough issue to create a positive outcome. MCCM will highlight one of these partnerships in each issue by sharing an interview between licensing and a licensee.

Below is an interview between Darlese McConnell, area manager of the South Central Region, and Margaret Donovan, licensee of Stepping Stones Montessori. Prior to becoming the area manager for the South Central Region, Darlese was the licensing consultant for Stepping Stones Montessori. During a renewal inspection, Darlese noticed an issue that had to be addressed. Darlese and Margaret worked closely together to successfully resolve the issue. Below is their story.

Bigelow, Erika (LARA)

Today Margaret Donovan, the head of school program director and licensee designee for Stepping Stones Montessori and Darlese McConnell the area manager for the South Central Region are here today to discuss the situation when Darlese was a consultant for the Stepping Stones Montessori and discovered that the Stepping Stones Toddler House had a different address from the rest of the facility and had to take action to get that resolved.

Darlese and Margaret, tell me about when Darlese first found out there was a different address for the Toddler

House and what had to be done.

McConnell, Darlese (LARA)

I arrived at Stepping Stones Montessori to complete the renewal inspection, and as I was going through the case file, I was looking for the fire inspection for the Toddler House. I asked Margaret about it and then I honestly don't know what made my brain go, "Wait a minute. Where's this address?" That's kind of really how it happened. And we began looking in the file and some documentation that Margaret had, and we found the deed to the Toddler House. The deed appeared as if the Toddler House was added to the license. From just looking at the deed, it appeared that it was the same address, but we discovered that it was not.

From there, we contacted the city of East Lansing, and they checked the parcel information. We did that while I was on site and they looked into it and got back with me and told me it was a separate address, so we had to go from there and move forward. I explained the process to Margaret, what it meant to have two separate addresses and the requirement in the law to have a separate license. I also explained the process and everything that needed to happen.

[Public Act 116, Pertaining to the Regulation of Child Care Organizations, requires that a license be issued to a specific location; therefore, since the two buildings have different addresses, they required separate licenses.]

Bigelow, Erika (LARA)

Margaret, tell us what it was like to hear that news and what you had to do on your end.

Margaret Donovan (Stepping Stones)

It was a complete surprise that the Toddler House had been considered part of the main building's license as an entire school, for many, many, many, many years. So, it was just surprising to see that was wrong and that we needed a second license, a separate license for that. So, of course it immediately brought up some stress and some anxiety about how we were going to do it, but Darlese guided us through the process. She helped contact people including a fire inspector for the fire inspection and a person for the environmental health inspection.

Then then we went through the whole process of getting the inspections done, understanding what we had to improve, change, get up to code, and we accomplished all of it.

Bigelow, Erika (LARA)

I have to think that created high stress! It sounds like working with Darlese really helped you through the process. Was she able to help ease your anxiety or concerns about the Toddler House?

Margaret Donovan (Stepping Stones)

Yes, she did. I think all of us were concerned and Darlese's consultation helped us. She helped us keep everything in perspective. She helped direct us to the steps of how to get it done and then it was just a matter of following the procedures. It was a long process. Darlese was very helpful in mitigating all of it and being patient with me in terms of the timeline and getting things done.

McConnell, Darlese (LARA)

The biggest thing from my perspective as a consultant, is that the Montessori Schools were not intentionally running a Toddler House without a license, so I had to say to myself, "How do I help them." Not only was it an oversight on the school it was also an oversight on the department because the department added the Toddler House to the license. The consultant at the time used the deed of the school when it was added several years ago. When looking at the deed, it did appear that the school and the Toddler House have the same address, but they do not. I told myself that I can't fault them or penalize them for something that was an oversight year after year. So I asked myself what can I do to help them and get this rectified as quickly as we could move through the process? I helped coordinate the fire inspection and the environmental health inspection. We also had to do a variance for

program director because Margaret had been the program director of both buildings since she came to Montessori School. So, we did a variance so she could continue.

It wasn't anything that happened in a month's time. It would take several months and then there was a little confusion with the application. Somehow, we ended up with two applications and had to delete one. But it was just a process, and I just knew that I had to be patient and help them understand. Also, families were wondering what was going to happen, and I didn't want to displace these families, so we worked around that and figured out how we could get this done quickly so we did not displace families from child care.

Bigelow, Erika (LARA)

What an amazing partnership!

Margaret Donovan (Stepping Stones)

Yes!

Bigelow, Erika (LARA)

That's a big deal to have that building that needed a new license, but it sounds like there was a true partnership between licensing and the licensee to resolve that issue in a way that supported the families and supported the licensee, you, Margaret. It also sounds like you both worked together for a long time as it was not a quick resolve.

Margaret Donovan (Stepping Stones)

Yes, it could have been a big problem. So, it was really beneficial for everyone that we continue operating, and we were granted time to accomplish what needed to be done; all of the legalities of what needed to be done to the building, some construction, replacement of doors, construction of new porches and patios, and a few other things to bring us up to licensing codes.

McConnell, Darlese (LARA)

The address on that initial fire inspection was different and that's what made me go, wait a minute. Why is the address here different on this document, and then low and behold we kept looking and there hadn't been another one over the years. But then when I found the original one, that's where the address was different. And that's what made my brain go, "Oh Houston, I think we have a problem."

Margaret Donovan (Stepping Stones)

Because you know, it's all under the same mortgage. All the bills come to this address, the main building address. So, we always considered that the Toddler House, right across the sidewalk, is really part of this little campus and had no idea that it was its own parcel and had a separate address.

Bigelow, Erika (LARA)

What an amazing resolve! Darlese, thank you for going above and beyond! Recognizing that there was an issue and then going above and beyond to have a positive resolution. And thank you, Margaret, for working so closely with Darlese to partner together.

Margaret Donovan (Stepping Stones)

I just want to thank Darlese for all of the effort that you put into making this work for us.

McConnell, Darlese (LARA)

Well, you're welcome! I'm glad everything's going smoothly.

GET TO KNOW US – QUESTION OF THE MONTH

Ever wonder about child care licensing staff outside of work? Get to know the staff with a fun question each month. *June 2022: What is your favorite summer activity?*

Paris Howard, Licensing Consultant: Detroit Region

- My favorite summer activity is going to and walking along the Detroit River Walk. I also like to hang out with my family and friends in the beach areas around Campus Martius and Valade Park.

Crecendra Brown, Area Manager: Flint/Macomb Region

- My favorite summer activity is attending outdoor festivals, especially outdoor festivals that include a variety of food, live entertainment, and fireworks in the evening.

Joshua Stein, Licensing Consultant: Gaylord Region

- My favorite summer activity is spending time at our cottage in Newaygo. I enjoy water activities like wake boarding and jet skiing.

Rachel Arens, Licensing Consultant: Grand Rapids Region

- My favorite summer activity is sitting by Lake Michigan in the sunshine, reading a book

Dana Hart, Licensing Consultant: Northwest Region

- My favorite summer activity is spending time outside at the beach, on the golf course, or cruising around in my baby blue VW convertible bug.

Thanh Biehl, Licensing Consultant: Pontiac Region

- My favorite summer activity is camping; being away with nature and having peace and quiet with no phone service, to focus on family.

Karen Woodman, Licensing Consultant: South Central Region

- My favorite summer activity is swimming. I love swimming, in any body of water.

Carrie Harris, Licensing Consultant: Southwest Region

- My favorite summer activities are hiking, kayaking, motorcycling, and training for triathlons. I love to be outdoors and explore new places. Hiking, biking (both pedal and motor), kayaking, and running all allow me to spend time decompressing after a long day/week and each different route I choose enables me to explore more of our beautiful world. I love traveling to races or heading north to get away from the crowds. It's great exercise and I have met many wonderful people with diverse backgrounds.

